TITLE 30 VACATION APPLICATION
CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT
SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

APPLICATION TYPE

VACATION & ABANDONMENT OF:

☐ EASEMENT(S)

☐ RIGHT(S)-OF-WAY

ADMINISTRATIVE VACATION & ABANDONMENT OF:

☐ PATENT EASEMENTS

☐ **EXTENSION OF TIME FOR VACATION**
(ORIGINAL APPLICATION #):

_____

DATE FILED _____

PLANNER ASSIGNED _____

FEE _____ CHECK # _____

ACCEPTED BY _____

CIRCLE ONE: NORTH or SOUTH

COMMISSIONER _____

ZONE / AE DISTRICT _____

PLANNED LAND USE _____

OVERLAY(S)? _____

NOTES/REFERENCE FILES: _____

_____

APPLICATION NUMBER _____

For Applications going to Public Hearing:

PC MEETING DATE _____TIME _____

BCC MEETING DATE _____TIME _____

TAB/CAC _____

TAB/CAC MTG DATE _____TIME _____

For Administrative Applications

LETTER DUE DATE _____

TRAILS? Yes / No   PFNA? Yes / No

PROPERTY OWNER: _____

APPLICANT: _____

ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **FAX:** _____ **CELL:** _____

E-MAIL: _____

ASSESSOR'S PARCEL NUMBER(S): _____

PROPERTY ADDRESS and/or CROSS STREETS: _____

I, (We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

_____   _____

Property Owner (Signature)   **Property Owner (Print)**

STATE OF NEVADA
COUNTY OF _____

SUBSCRIBED AND SWORN BEFORE ME ON _____**(DATE)**

By _____

NOTARY
PUBLIC: ____ _____

Administrative Vacation of Patent Easements is (circle one) APPROVED/DENIED until _____ **to record.**

Subject to all standard conditions and the following conditions _____

_____

By: _____   **Date:** _____

PUBLIC WORKS - DEVELOPMENT REVIEW

DOCUMENT SUBMITTAL REQUIREMENTS	Application Form	Ownership Disclosure Form	Exhibit showing Area being Vacated	Legal Description of Area Being Vacated	Assessor's Map	Deed	Easement/R-O-W Documents*	Notarized Letters of Consent**	Utility Sign Off	Justification Letter	Required Fees
Vacation and Abandonment	1	1	2	2	2	2	2			3	$500
Administrative Vacation & Abandonment of Patent Easements	1	1	2	2	2	1	2	1	1	3	$200
Extension of Time for Vacations	1	1				1***				3	$150

*Documentation of how the easement or right-of-way was created – examples include patent documents, grants of easement, recorded maps, etc.

**Notarized letters of consent are required from all property owners adjacent to the easement and/or any extension of the easement to the nearest dedicated right-of-way

***Deed is only required if the ownership of the property has changed since the original submittal.

PROCEDURE FOR FILING *PUBLIC HEARING* VACATION AND ABANDONMENT APPLICATIONS

1. Complete applications may be submitted over the front counter during regular business hours.
2. During the submittal you will be scheduled for all required meeting dates. Depending upon the application, you may be scheduled to appear at the Town Advisory Board or Citizens' Advisory Council (TAB/CAC) for the area **and** the Clark County Planning Commission **and/or** Board of County Commissioners.
3. All *plans or maps* larger than 11" by 17" **MUST BE FOLDED TO THE 9" BY 12" STANDARD** for submittal (rolled plans or maps will not be accepted).

ATTENDANCE AT ALL SCHEDULED MEETINGS IS MANDATORY

1. Failure to appear at any meeting may result in delays and/or extra expense.
2. A letter will be sent to the address listed on the application indicating the Commissioners' decision and all conditions of approval. All conditions must be met before an occupancy permit or a business license will be issued.

PROCEDURE FOR FILING *ADMINISTRATIVE* VACATION AND ABANDONMENT APPLICATIONS

1. Complete applications may be submitted over the front counter during regular business hours.
2. The processing time is 10 working days after the last day of the week of the filing period during which the application is submitted.
3. A letter will be sent to the address listed on the application indicating the approval and all conditions of approval.

CLARK COUNTY COMPREHENSIVE PLANNING
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